1 APR 1970

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ATTACHMENT 1

•PLEASE COMPLETE AND RETURN TO OP/CD/SRB, ROOM 5E-2506

POSITION CONTROL REGISTER

	YES	NO	NA
1. Do you consider an up-to-date PCR essential to good management...........	.55	—	—
2. How often do you want a new PCR?			
Quarterly only...	3	2	2
Monthly..	49	—	—
Monthly if the number of changes exceeds a predetermined number to be specified by you...............................	5	2	2
3. Do you distribute the PCR or portions thereof to:			
Budget Officer...	9	17	3
Administrative Officer.................................	32	7	5
Office Head (Div. in DDP)..............................	20	13	5
Division Chief (Br. in DDP)............................	16	17	6
Branch Chief (Sect. in DDP)............................	3	23	5
Section Chief (Unit in DDP)............................	—	25	5
4. Do you post changes to the PCR..........................	31	24	—
5. Do you maintain a separate Position Inventory with organization and position flex-o-line strips.........................	11	44	—
6. Would it be helpful if an individual who had left an overseas station but not yet reassigned was shown on the PCR as "Departed PCS" or "Departed Home Leave" (if no action is required by you)................	20	12	23
7. Are you sufficiently interested in overlaps to include on the Personnel Action the identification number of the man being replaced so that the latter's record could be flagged on the PCR? (Reassignment of the overlapped employee would wipe out the flag on his record)			
All overlaps...	6	34	15
Overseas overlaps only...............................	3	19	10
8. Are more than one fourth of personnel shown in the development complement because of slotting problems.......................	4	42	9
9. Would establishing trainee slots with a zero planned incumbency in components where recruitment grades are consistently below the "journeyman" level, to which new employees could be assigned, facilitate more accurate reporting.......................................	17	24	14

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	YES	NO	NA

10. If employees are scheduled to return to a specific division after being in a development complement status (LWOP, extended training, etc.) would you prefer showing them at the end of the division (branch in DDP)........ **24 | 21 | 1**

11. If employees are on military furlough would you like to see them shown on the PCR as non-strength in the Development Complement..................... **30 | 9 | 10**

12. Deleted divisions are now listed until the last individual is properly reassigned. Would dropping the division immediately and showing the individuals as pending reassignment at the end of the office:

Create any problems... **2 | 37 | 11**
Facilitate reassignment... **22 | 11 | 12**

13. Would it be helpful if positions with supervisory responsibilities were designated... **15 | 33 | 7**

14. Do you need a PCR for your Career Service positions located outside your organizational component....................................... **21 | 17 | 17**

15. Do you send portions of the PCR or a sterilized version thereof to field stations... **8 | 26 | 21**

... Do you think manning tables maintained by your field stations are essentially the same as the printed PCR................................. **9 | 7 | 40**

17. Would you estimate the PCR is at least 95% accurate in reflecting the true staffing pattern and personnel assignments in your office............ **42 | 4**

18. At what level do you anticipate language units will be designated in the future

Division (Br. in DDP)................................. **16 | 2 | 30**
Branch (Sect. in DDP)...
Section (Unit in DDP)... **2 | 2**

19. Would consistently listing positions in descending grade sequence after the Chief and Deputy Chief within an organizational element cause you any real problems... **1 | 44**

20. If no above, would you prefer:

Descending grade order by schedule
(i.e., GS, SP, WLS, Military, etc.)........................... **3**

Descending grade equivalent order
(i.e., mixing schedules)................................... **16**

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	YES	NO	NA

21. Do you use totals at the end of organizational units shown for:

	YES	NO	NA
Authorized positions..	46	7	1
Incumbents...	48	8	1
Average grades...	32	18	3

22. Would you like to see authorized ceiling figures on the PCR............. → YES 50, NO 1, NA 2

23. Which of the following recaps, if shown at the end of an Office on the PCR, would be of assistance to you. Number in order of preference:

Grade spread of staffing positions................................	28	#1
Grade spread of staffing positions by Career Service.............	20	#2
Grade spread of positions by subcategory (professional, clerical, etc.).........................	33	#5
Grade spread of personnel..	23	#3
Grade spread of personnel by Career Service.....................	20	#4
Grade spread of personnel by subcategory........................	22	#6
Other: Specify_____	-	

24. The data elements on the current PCR through employee number are considered essential with the exception of CA. Language requirements must be added. In addition to the other items now shown, new items have been suggested by personnel officers. Under YES, will you please indicate "E" opposite those items you consider Essential, a "D" for those you consider Desirable and check NO or NA for those which would not enhance the PCR or are not applicable to your situation:

	YES	NO	NA
Funds..	41	8	3
Year of Birth..	38	13	1
Full Date of Birth..	34	15	
Sex..	27	15	
Type of Employee Code...	29	13	
LWOP Indicator..	27	18	
Date of Grade...	45	4	-
PCS Arrival Date..		17	
Station Code..			15
Date into Development Complement................................	28	26	4
Reason in Development Complement................................	27	26	
Spec Ref. (Summer, PRA, etc.)...................................	36	13	
DOA Placing Incumbent in Position...............................	27		
Date of EOD into office...	32	15	5
Date of EOD into _____ (level)............................	11	2	10
SCD...		11	5
LCD...		14	6
Retirement System..			
Date First Eligible for Retirement.............................			3
Step in Grade..			
Step Increase Due Date...	27	15	4
Cover or Integree Status.......................................	25	19	10
Current Service EOD..	20	25	7

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	YES	NO	NA

25. Would you like to see personnel against contract ceiling shown in a non-staffing section on the PCR?.. **40 | 5 | 10**

26. Do you want applicants in process shown on the PCR? If Yes,

Against a slot.. **5 | 28 | 13**
Against a division... **3 | 21 | 6**
Against an office.. **12 | 16 | 8**

27. Do the following factors contribute to inaccuracies on your PCR? If YES, number in order of difficulty.

Time required to change record of organizational structure............... **25 | #1**
Difficulty in slotting individuals to appropriately graded positions in accordance with regulations....................................... **24 | #2**
Failure of stations or components to report changes in assignment........ **14 | #4**
Slowness of personnel action processing................................ **22 | #3**
Other: Specify: _____ **2**

28. Please suggest any additional changes on the PCR which will facilitate your work: **18   38   —**

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_____   _____
Personnel Officer   **Office**

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